



COUNTY OF LOS ANGELES  
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101

#34

SALLY R. REED  
CHIEF ADMINISTRATIVE OFFICER

July 12, 1994

To: All Department Heads  
County Commissions  
County Advisory Boards

From: Sally R. Reed  
Chief Administrative Officer

Subject: **CHIEF ADMINISTRATIVE OFFICE REVIEW OF LEGISLATIVE POSITIONS  
RECOMMENDED BY DEPARTMENTS, COMMISSIONS, AND ADVISORY  
BOARDS**

This is to advise you about the implementation of a new Board requested procedure for the Chief Administrative Office (CAO) to review and recommend positions on all State and Federal legislation submitted for action by commissions and advisory boards, prior to being placed on the Board's agenda. The attached memo describes the new procedure for commissions and advisory bodies, and it also indicates that the departments will continue to use the current procedure which involves coordinating their bill position recommendations with the CAO.

For your information, the CAO contact for referrals by commissions and advisory bodies is Margarita V. Gómez, who may be reached at (213) 974-1334, 500 West Temple Street, 723 Kenneth Hahn Hall of Administration, Los Angeles, 90012.

I very much appreciate your cooperation in this matter.

SRR:GK  
DE:jsl

Attachment